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Winter 2007

## CS 206-01: Advanced Concepts/Techniques and Software Productivity Tools

John P. Herzog

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**Course:** CS 206 **Quarter:** Winter 2007 **Materials Required:** 3-3 ½" new, high density diskettes (1.44 Mb) or a flash drive.

**Title:** Advanced Concepts/Techniques and Software Productivity Tools

**Text:** New Perspectives Microsoft Office 2003, Advanced Edition

**Instructor:** John P. Herzog

**Prerequisite:** CS 205

**Office:** 160 Russ (DO NOT SLIDE ASSIGNMENTS UNDER THE DOOR!!!!)

**Phone:** 937-390-9169 **Off-Campus E-mail:** john.herzog@wright.edu

**Office Hours:** 4 p.m., Tuesday and Thursday (In 320 Oelman) or by appointment

**Grading**

	Date	Points		
			At or above 306 Points =	A
Exam 1 Crib Sheet Only, Excel	TBA	100	Between 272 and 306 Points =	B
Exam 2 Crib Sheet Only, Access	TBA	100	Between 238 and 272 Points =	C
Exam 3, Crib Sheet Only, PowerPoint/Word, FrontPage	TBA	100	Between 204 and 238 Points =	D
Assignments		40	Below 204 Points =	F
		340		

**IMPORTANT NOTICES:**

- This is the first term we have used this new format for this class. There will be changes and the assignments will be announced in class.
- **Reconciliation day** is last class day before the final. Make sure that you and the TA agree as to what you have turned in. NO GRADE CHANGES AFTER THE QUARTER END! .
- **Questions may be asked during tests**, but in doing so you lose the point value of the item requested.
- If you have **excessive absences** from lectures and labs, you may be required to show photo I.D. before you are permitted to take an exam.
- **Late Assignments** will be penalized by 1 point for each class day late and you are encouraged to turn them in early!! NO ASSIGNMENTS ACCEPTED AFTER LAST MEETING DATE!!!!!!!!!!
- **Make-up exams** will only be given in the event of extreme, documented circumstances or prenotification.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- Students are responsible for getting information if they **miss lectures**.
- Open labs are in 152 C Russ Center 7 days per week, 24 hours/Day.
- STOP THE INSTRUCTOR IF YOU ARE LOST! Do not ask other students during a lecture for help as it causes a distraction.
- DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY. There are many items on tests that are covered in class that are not in the textbook.
- IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA!!!!!!!!!!

**Course description/objectives**

By the end of this course, the students will have a greater depth of understanding in the areas of word processing, spreadsheets, databases, and presentation software and web design using

Microsoft Word, Microsoft FrontPage, Microsoft Excel, Access, and PowerPoint covering the following topics.

**Microsoft Word 2003:**

Tutorial 5: Creating Styles, Outlines, Tables, and Tables of Contents Tutorial 6: Creating Form Letters and Mailing Labels

**Microsoft Excel 2003:**

Tutorial 5: Working with Excel Lists

Tutorial 6: Working with Multiple Worksheets and Workbooks Tutorial 7: Working with Excel's Editing and Web Tools Tutorial 8: Developing an Excel Application Appendix A: Working with Logical Functions, Database Functions, and Advanced Filtering Appendix B: Integrating Excel with Other Window Programs

**Microsoft Access 2003:**

Tutorial 5: Enhancing a Table's Design, and Creating Advanced Queries Tutorial 6: Creating Custom Forms Tutorial 7: Creating Custom Reports

**Microsoft PowerPoint 2003:**

Tutorial 3: Presenting a Slide Show

Tutorial 4: Integrating PowerPoint with Other Programs, and Collaborating with Workgroups

**Microsoft FrontPage 2003:**

Tutorial 1: Creating a Web Site

**Course Administration:**

**1. Academic Integrity:**

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students:**

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals' work during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not turn in the same work in more than one class unless permission is received in advance from the professor.
5. Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take home tests, papers, or homework assignments.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of

another, even if paraphrased in your own words, cite the source(s).

7. Know the policy-ignorance is no defense. If you have any questions regarding academic misconduct, contact your instructor. Those who violate campus rules are subject to disciplinary action.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be referenced at: <http://www.wright.edu/students/judicial/integrity.html>

## **2. Responsible Use of Information Technology:**

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

## **3. Student Disabilities:**

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.